

COMMUNITY COORDINATOR*Class Definition*

Under supervision, performs public relations and community contact duties; coordinates special events; conducts special studies and provides administrative assistance as required by the City Manager.

Distinguishing Characteristics

Community Coordinator is a single position class in the City Manager's Office. The incumbent performs specific assignments in such areas as public and media relations, program development and operation, and coordinates special events and interdepartmental projects as required by the City Manager. The incumbent must demonstrate initiative, tact, and sensitivity to the diverse needs of a pluralistic population, and must be able to communicate effectively with diverse groups within the City. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class).

Contacts citizens; works with the public to determine desired services.

Meets with persons and groups in the community to seek solutions to problems.

Works with governmental and other agencies to secure services for City residents.

Organizes citizen participation activities as assigned by the City Manager.

Assists in the review and analyses of City procedures and practices, which affect citizens of Fresno; drafts recommendations to appropriate City staff as required.

May act as a facilitator to assist individuals or organizations in reaching formal or informal settlements of dispute.

Studies complaints or problems of discrimination in the community; identifies causes and recommends solutions to the City Manager.

May represent the City at meetings of various community groups or organizations and City departments to coordinate services or plan special events or functions.

Performs special assignments upon the request of the City Manager.

May serve as a department contact person for the media; prepares press releases; and responds to questions from the media.

Develops and coordinates special events to enhance community awareness of City services; informs City residents of available public and private services.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of local government structure and procedure.

Knowledge of media operations and their effective utilization.

Knowledge of principles and practices of group and intergroup communications, social conditions, and ethnic cultures.

Knowledge of analytical methods and their application.

Ability to establish and maintain effective working relationships with groups and individuals from diverse ethnic/racial groups, groups and organizations and City officials regarding various issues.

Ability to write clear and concise reports, press releases, and speeches.

Ability to make clear and persuasive oral presentations.

Ability to organize and implement special events.

Ability to work effectively with local media representatives, advertisers, and related businesses.

Minimum Qualifications

Graduation from an accredited college or university with major course work in public administration, political science, business administration, mass communications, or related field; and two years of administrative support experience which emphasized public and community relations. Additional years of qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

The ability to speak, read, and write a designated foreign language may be required when community needs dictate.

APPROVED: _____

DATE: _____

Director of Administrative Services

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